

Multiple Presenter Archive

The following guide explains how to prepare for the multiple presenter archive within Proclaim Enterprise. For the purposes of this discussion, it is important to keep in mind the hierarchy of *Event*, *Presentation* and *Presenter*.

- Event - containing one or more Presentations
- Presentation - each of which may contain one or more Presenters
- Presenter – an individual speaker

In the screen shot below, the *Financial Update* and *Marketing Update* sections represent two *Presentations*. John Doe, Sue Smith and Robert Smith represent the *Presenters*.

Presentation Details ⌵ ⌵ ⌵

To upload PPTs for this event, click: [Tes1199](#) ([Add a Presentation](#) / [Upload Materials](#) / [Notify Presenters](#))
([Upload One Media File for ALL Presentations](#))

| | Start Time | End Time |
|---|------------|----------|
| Financial Update (Modify / Delete / Upload Media File / Recordings / Slide Index / Embed Code) | 00:00:00 | 09:59:59 |
|  John Doe Financial Strategies (To upload PPTs for this presenter, click: Tes1199-01) | | |
| Marketing Update (Modify / Delete / Upload Media File / Recordings / Slide Index / Embed Code) | 00:00:00 | 09:59:59 |
|  Sue Smith (To upload PPTs for this presenter, click: Tes1199-02) | | |
|  Robert Smith (To upload PPTs for this presenter, click: Tes1199-03) | | |

For every Presentation or Presenter you wish to be a separate archive, you will need to (1) create a separate media file (wma or wmv). Within Proclaim Enterprise, media files are accessible at the Presentation level. As a result, if you wish viewers of your archive to be able to view individual Presenters, it will be necessary for you to (2) create a Presentation for each Presenter.

So the above example would create an agenda page that has a separate link for each of the two presentations as shown below.



First Quarter Update

TO VIEW THE WEBCAST: Please click on the desired connection link below to view the archived webcast!

Friday, March 6, 2015 09:00 AM CST

Financial Update

| | | | |
|--|--|---|------------------------------|
|  | John Doe VP of Finance Acme Company Financial Strategies | <u>Connect via:</u> Streaming Video/Audio /Slides | JOIN WEBCAST H.264 |
|--|--|---|------------------------------|

Marketing Update

| | | | |
|---|--|---|------------------------------|
|  | Sue Smith VP of Marketing Acme Company | <u>Connect via:</u> Streaming Video/Audio /Slides | JOIN WEBCAST H.264 |
|  | Robert Smith Director of Marketing Acme Company | | |

This guide covers two general categories of activities following a live event: (1) creation/modification of the Archive setup in your Portal within Proclaim Enterprise and (2) modification of the media file. This discussion assumes that PowerPoint slides have already been uploaded to the webserver. The slide upload process is covered elsewhere.

Account Management

For the archive of any multi-presenter event, if you wish your audience to be able view at the individual Presenter level, you must:

- Create a *Presentation* for each *Presenter* (see *Presentations and Presenters* below)
- Create a media file for each presenter using a tool such as WMFE.

Create Archive from Live Event

At the conclusion of a live event, within your Portal account, select *Modify* and click on the *Make Archive* button. When the archive is created, be sure to complete the *Publish* process and return to the *Modify* page. (We strongly recommend you reserve the creation of the Archive until after the Live event has been completed.)

Presentations and Presenters

To make changes to Presenter and Presentation information, first make sure you are in the *Modify Event* page of the Archive event you wish to change. These instructions refer to the *Presentation Details* section on the *Modify Event* page.

- You must have at least one Presentation and one Presenter for an Archive.
- Add presentations as warranted within the Archive event. Note that new presentations are always inserted at the end of the list of existing presentations. Be sure to modify existing Presentations before adding new ones.
- To add a Presenter within a Presentation, first click on the *Modify* link for that *Presentation*.

The screenshot shows a web interface titled "Presentation Details" with a sub-header "To upload PPTs for this event, click: [Tes1199](#)". To the right of this header are three links: "(Add a Presentation / Upload Materials / Notify Presenters)" and "(Upload One Media File for ALL Presentations)". Below this is a table with columns for presentation name, presenter information, start time, and end time. An orange arrow points to the "Modify" link in the first row.

| | Start Time | End Time |
|---|------------|----------|
| Financial Update (Modify / Delete / Upload Media File / Recordings / Slide Index / Embed Code) | 00:00:00 | 09:59:59 |
|  John Doe Financial Strategies (To upload PPTs for this presenter, click: Tes1199-01) | | |
| Marketing Update (Modify / Delete / Upload Media File / Recordings / Slide Index / Embed Code) | 00:00:00 | 09:59:59 |
|  Sue Smith (To upload PPTs for this presenter, click: Tes1199-02) | | |
|  Robert Smith (To upload PPTs for this presenter, click: Tes1199-03) | | |

- Then click on the *New* link. Add at least First and Last Names. You may add organization and position information as warranted. You may see the results of adding or modifying Presenter information by looking at the Agenda page. (Note that once you have added a new presenter to any presentation you will be able to add the presenter to future events in your portal by using the *Choose* link.)

Prepare ■ **Modify Event**

Prepare > Modify Event > **Modify Presentation**

Presentation Details ⌵ ⌵ ⌵

Title : **Start Time :**

Email : **End Time :**

(for archive inquiries)

One media file for all presentations : ([Upload Media Files](#))

| First Name | Last Name | Presenter Topic |
|-----------------------------------|----------------------------------|---|
| <input type="text" value="John"/> | <input type="text" value="Doe"/> | <input type="text" value="Financial Strategies"/> (Choose / New / Remove) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> (Choose / New) |

- Once you have created the desired number of Presentations, you may upload the media files by clicking on the *Upload Media File* link on the *Modify Event* page, in the Presentation Details section. The slide index is created when you click on the *Slide Index* link for that Presentation.

Presentation Details ⌵ ⌵ ⌵

To upload PPTs for this event, click: [Tes1199](#) ([Add a Presentation](#) / [Upload Materials](#) / [Notify Presenters](#))
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| | Start Time | End Time |
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Windows Media File Editor

The media file that is produced during the Netbriefings encoding of a live event process contains two channels for a *wma* file and three channels for a *wmv* file. The additional channel contains time and URL information for the PowerPoint slides advanced during the presentation. Any media file editor used must preserve the information in this additional channel.

For a typical live event, the media file will be longer than the actual event. The media file will need to be trimmed at one or both ends. The tool well suited to this task is the Windows Media File Editor (WMFE).

This tool is part of the 'Utilities' package and is installed along with the Microsoft Encoder (v9). The tool enables the user to trim and cut media files, while preserving the slide timing information. (*Joins* are not supported) A view of the tool dialog may be found at the end of this section.

Rules

In using the Windows Media File Editor the following rules must be noted:

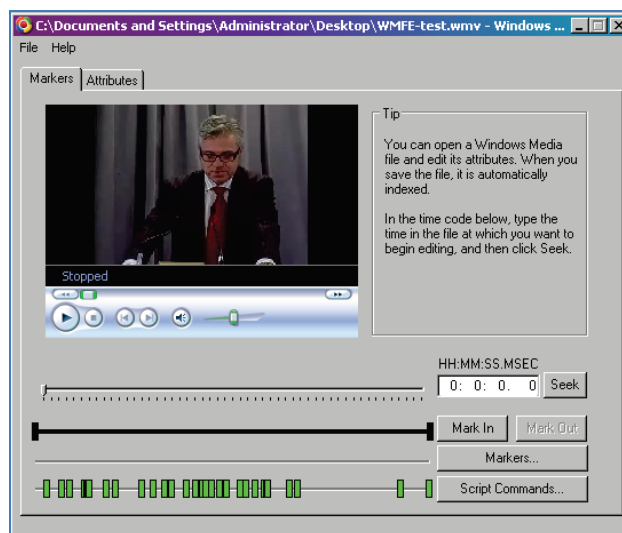
- *Always* create a copy of the media file before beginning the edit of the file.
- Never perform the *Save* command with this tool. Rather, always use the *Save As* command, assigning a different (but meaningful) name to the saved file. It has been reported that overwriting a file with this tool has led to media file corruption on a number of occasions.

Trim the Media File

To trim the media file using the Windows Media File Editor (WMFE) please follow the instructions below.

- Open the media file in the WMFE. The next step is to use the command *Move Script to Header*. This will invoke a *Save As* operation. We simply append *-hdr* to the file named in this *Save As* operation. (ie. *mymedia.wmv* becomes *mymedia-hdr.wmv*) This command should result in the visualization of the slide advances which become represented as green marks at the bottom of the WMFE dialog. (Refer to sample dialog.)
- Advance through the media file using the *play* and *pause* buttons or entering time values in the text box at the right side of the WMFE dialog.

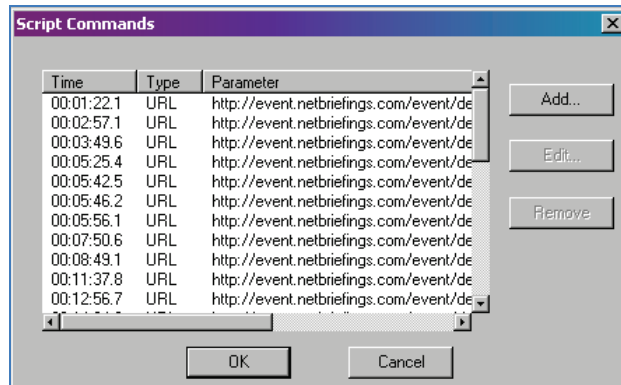
- When you locate the desired starting point of the media file, pause the file and click on the *Mark IN* button. This indicates the starting point of the new media file.
- Advance to the appropriate end point of the recorded media, pause, and click on the *Mark Out* button. This indicates the end point of the new media file.
- Click *File* → *Save As & Index*. We append *cut* to the end of the file name. (ie. *mymedia-hdr.wmv* becomes *mymedia-hdr.wmv.cut*.) Slide timings will be recalculated based on the starting point of the trimmed media file. If you wish to modify any slide timings, refer to *Edit Slide Timings*.



Edit Slide Timings

- To adjust slide timings in the WMFE, click on the *Script Commands* button. You may view the resulting dialog at the end of this section. This dialog contains three columns of information:
 - **Time** – in hh:mm:ss.t format. The values represent elapsed time relative to the start of the media file.
 - **Type** – for this application the value will always be *URL*.
 - **Parameter** – this value is the fully qualified URL for the location of the PPT slide residing on the Netbriefings webserver.
- To edit a slide timing entry, click on the appropriate row and click the *Edit* button.

- To create a new entry, click the *Add* button and key the appropriate information.
- When you are finished with the edits, click the *OK* button.
- Note that you will not be able to see the results of any changes to these *script* values until you use the *Save As* command.



Create Slide Index

After you have trimmed the media file to the desired length and performed any slide timing edits as warranted, click *File* → *Export Header Script*. Keep the root file name the same. This command will create a .txt file. The *Slide Index* link will appear on the Viewer page. When clicked, thumbnails of the slides are displayed. When the viewer clicks on a particular slide thumbnail, the media file will advance to the point where that slide was *pushed* in the live event.